

STATE OF MONTANA TERM CONTRACT

Department Of Administration
State Procurement Bureau
165 Mitchell Building
PO Box 200135
Helena MT 59620-0135

Phone: (406) 444-2575 Fax: (406) 444-2529

T.C. # SPB-01-23P LIBRARY BINDING

This is a non-exclusive contract.

CONTRACT PERIOD	FROM	APRIL 1, 2005	CONTRACT YEAR	NEW ()
	TO	MARCH 31, 2006		RENEW (XX) 4 TH RENEWAL, 5 TH YEAR
VENDOR ADDRESS	NORTHWEST LIBRARY BINDERY 121 AVERY ST WALLA WALLA WA 99362		ORDER ADDRESS	
ATTN:	TERRY HYMAS		ATTN:	
PHONE:	(509)529-4220		PHONE:	
FAX:	(509)529-6880		FAX:	

PRICES: PER CONTRACT

DELIVERY: PER CONTRACT

F.O.B.: PER CONTRACT

TERMS: PER CONTRACT

REMARKS:

Note: Prices are increased by 3%. Please see Attachment A, page 24 for price increases.

IFB/RFP No.:	PENNY MOON, Contracts Officer	DATE:
SPB-01-23P		

AUTHORIZED SIGNATURE/DATE

REVISED 08/00

Standard Terms and Conditions

By submitting a bid or proposal, or acceptance of a contract, the vendor agrees to the following binding provisions:

AUTHORITY: The following bid/request for proposal or contract is issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5.

CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS: Any business entity, domestic or foreign, intending to transact business in Montana must apply for authority to do so with the Montana Secretary of State. Foreign business entities are obligated to determine whether they are transacting business in Montana, in accordance with §§ 35-1-1026 and 35-8-1001, MCA, and if so, must apply for and receive a certificate of authority and continue to be in good standing with the Secretary of State for the duration of this contract. Violation of these requirements may void this contract. Proof of authority is required. Questions or registration may be accomplished by contacting the Secretary of State at (406) 444-3665 or by e-mail at sos@state.mt.us.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

TAX EXEMPTION: The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

VENUE: This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Ref:18-1-401, MCA)

NON-DISCRIMINATION: The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with Section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing this contract.

HOLD HARMLESS/INDEMNIFICATION: The bidder, offeror, or contractor agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the contractor and/or its agents, employees, subcontractors or its representatives under a subsequent contract.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Ref: 18-1-118, MCA)

The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

INTELLECTUAL PROPERTY: All patents and other legal rights in or to inventions arising out of activities funded in whole or in part by this contract must be available to the State for royalty-free and nonexclusive licensing. The contractor shall notify the State in writing of any invention conceived or reduced to practice in the course of performance of this contract. The State shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

UNAVAILABILITY OF FUNDING: The contracting agency, at its sole discretion, may terminate or reduce the scope of this contract if available funding is reduced for any reason. (Ref: Section 18-4-313 (3), MCA)

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Exceptions will be rejected.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of this contract shall be granted without prior written consent of the State Procurement Bureau. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

REFERENCE TO CONTRACT: The contract (Purchase Order) number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

PAYMENT TERM: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted, the State is allowed 30 days to pay such invoices.

TERMINATION OF CONTRACT: Unless otherwise stated, the State may, by written notice to the contractor, terminate this contract in whole or in part at any time the contractor fails to perform this contract.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of this contract without the express written consent of the department. (See 18-4-141, MCA)

SEPARABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.

DEBARMENT: The contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the state.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

Revised: 12/00

LIBRARY BINDING

March 14, 2001

1. PARTIES

THIS CONTRACT, is entered into by and between the STATE OF MONTANA, DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT BUREAU, (hereinafter referred to as "State") whose address and phone number are Room 165 Mitchell Building, 125 North Roberts, PO Box 200135, Helena MT 59620-0135, (406) 444-2575 and NORTHWEST LIBRARY BINDERY INC., (hereinafter referred to as the "Contractor"), whose nine (9) digit Federal ID Number, address and phone number are 521692337, 121 Avery Street, Walla Walla WA 99362 and 800-253-5456.

THE PARTIES AGREE AS FOLLOWS:

2. EFFECTIVE DATE, DURATION AND RENEWAL

(a) This contract SPB-01-23P shall take effect on April 1, 2001. The Contract shall terminate on March 31, 2002, unless terminated earlier in accordance with the terms of this Contract.

(b) This contract and its identical terms may be renewed by the State for six additional periods of one-year duration, however the contract can not exceed seven years total.

(c) Prices may be subject to renegotiation on an annual basis. All requests for price increases must be made at least 60 days prior to the end of the contract period, proof of increase in costs must be submitted in writing to the State Procurement Bureau, and must be based upon a general industry price increase. The Procurement Bureau will amend any increase allowed to the contract in writing. In the event an increase cannot be mutually agreed upon, the contract will be cancelled and rebid.

(d) Failure by the contractor to provide satisfactory service and products is grounds for immediate cancellation.

3. SERVICES

Contractor agrees to provide the State library bindery services as specified herein and in the contractor's response to Request for Proposal # SPB-01-23P.

A. These specifications apply to serials, books, periodicals, paperbacks, pamphlets, binding and protective enclosure of monographs, and other materials to be bound for the State, and are to be followed by the contractor unless written instructions from the submitting library direct otherwise. It is expected that all materials furnished shall be of the highest quality as measured by the highest standards of the trade.

The contractor will supply the complete range of services and supplies, including but not limited to archival boxes, preservation and restoration services, and security system taping.

All materials used in binding items for this contract must meet or exceed the standards set forth in the American National Standards Institute (ANSI) / National Information Standards Organization (NISO) / Library Binding Institute (LBI) Standard for Library Binding, most recent edition. These standards shall apply to all paper, binder's board, cloths, adhesives, thread, sewing tape, stamping foil and covering materials.

The contractor is a certified Library Binding Institute member.

B. CONTRACTOR'S RESPONSIBILITIES

1. Compliance with Specification

The submitting library will specify binding styles and methods of treatment for all items. The style (i.e. method of leaf attachment) or category (e.g. standard monograph, economy paperback) specified for each item shall not be changed by the contractor without prior written consent of the ordering library.

If an item cannot be bound as specified, the contractor shall telephone the submitting library for instructions or shall return the item with an explanation of the reason for its rejection.

2. Communication

The contractor's toll-free number is (800) 253-5456 for use in case of unusual problems, changes in schedules, etc.

A contractor's representative shall be available upon request. This representative shall be thoroughly familiar with the technical aspects of library binding, including a thorough understanding of the relationship between library binding and the preservation of library materials.

The contractor shall be prepared to provide annual in-service training for library staff members involved in bindery preparation activities. Training shall focus on helping the staff to better understand library binding technology and its applications.

3. Packing, Pickup and Delivery

The library will sort materials by category (monographs, serials, theses, dissertations, music scores, etc.) and method of binding (new case only, sew through the fold, etc.), label the cartons, and pack them for shipment to the contractor. All materials shall be bound and returned within **twenty-eight** calendar days from the date of pickup, except when the submitting library and the contractor agree upon a different schedule.

Material returned to the library must be packed by the contractor in cartons with lot numbers, category of contents and specific destination legibly marked. Rush materials shall be packed and labeled separately by the contractor.

Shipment integrity must be maintained; all items picked up under one shipment number shall be returned together or otherwise specifically accounted for.

All pickups and deliveries shall be made by contractor's personnel and vehicle or by common carrier arranged for and contracted by the contractor.

Common carrier arrangements must meet the requirements of the submitting library.

The contractor shall pay all transportation charges for materials sent to and from the library.

Shipping cartons, preprinted address labels and binding tickets shall be provided at no extra charge.

4. Rush Orders

Rush materials will be packed separately, labeled accordingly and shall be returned in less than **fourteen** days from date of pickup. The only upcharges allowed will be the shipping charges for rush orders.

The contractor must be able to retrieve an individual item from any regular shipment in order to "rush" bind and "rush" return it, upon request. The State will keep this type of retrieval to a minimum, and will pay associated transportation costs.

5. Guarantee of Workmanship

The contractor shall guarantee its binding work. Errors in lettering, lettering worn off so as to be illegible, incorrect placement of stamped lines, defective sewing causing split volumes, use of improper adhesives causing drying out and looseness of material, shall be returned and repaired at no cost to the submitting library. Normal wear of the covering material is excluded. The submitting library has sole discretion for determining whether finished products are satisfactory.

To indicate the contractor's responsibility for binding of a volume, a code mark must be adhered to the volume in an appropriate place that will indicate the year and job lot number in which the volumes were processed. This will serve as the company's guarantee of the binding of that specific volume.

6. Errors and Delays

Errors made by the contractor shall be corrected (provided corrections do not damage the textblock) without charge and returned with regularly scheduled delivery to the submitting library, or within 14 days. All costs associated with correction shall be the contractor's sole responsibility. Errors which require the skills of a conservator to correct, or which cannot be corrected shall be subject to the **insurance section** (Section 12) of this contract.

The contractor shall pay liquidated damages charge of \$1.00 per day for each overdue item. No penalty shall apply in cases where the library has been notified that the return of an item will be delayed due to the need for special treatment.

Whenever books are withheld from a return shipment for reason of further work, or any other reason, the return consignment must have documentation with it explaining what books are withheld and the reason for such action.

C. MATERIAL SPECIFICATIONS

1. Thread

When used for machine oversewing or sewing through the fold, thread shall conform to Section 20 of the **LB1 Standard**.

2. Sewing Tapes

Sewing tapes shall conform to Section 21 of the LBI Standard.

3. Paper

- a) All paper used in conjunction with the library's materials (for endpapers, stubs, spine linings, inlays) shall meet the *American National Standard for Information Sciences -- Permanence of Paper for Printed Library Materials, ANSI/NISO Z39.48-1992*, or the latest edition of that standard.
- b) All endpapers shall conform in weight and strength to Section 15.1.2 of the LBI Standard and future revisions, as shall the fabric with which they are reinforced. Grain direction shall run parallel to the binding edge. Endpapers shall be white or tan in color.

4. Adhesives

Adhesives used for endpaper and leaf attachment, double-fan and adhesive binding, case making, spine lining, spine gluing, casing-in, and portfolios shall be a high grade cold emulsion, internally plasticized co-polymer polyvinyl acetate with good aging characteristics. All adhesives shall be strong, resilient, flexible and chemically neutral so as not to cause deterioration of paper or binding. No animal glues shall be used for any purpose. Adhesives used for all processes shall conform to Section 19 of the LBI Standard.

5. Spine Lining Materials

Back lining materials shall conform to Section 15.2 of the LBI Standard and be of sufficient strength for the thickness of volume.

6. Binders Board

Board shall conform to Section 16 of the LBI Standard.

7. Inlays

Inlays shall conform to Section 15.3 of the LBI Standard and shall be alkaline and buffered.

8. Cover Materials (Cloth)

Cover materials for bound volumes and boxes shall conform to Section 18 of the LBI Standard unless a different type of material is requested by the library for specific items or a specific class of items. Choice of colors for monographs is left to the contractor unless specified by the library.

9. Stamping Foil

Stamping foil shall conform to Section 22.0 of the LBI Standard.

D. BINDING SPECIFICATIONS

1. Definitions

a) Monographs

A monograph is one piece of graphic material submitted for binding or rebinding as a single unit without reference to another unit, or with no demand placed on the contractor to match the unit to another.

b) Serials

A serials publication is a single piece of graphic material bound separately, or a series of two or more serially numbered graphics units bound together, for which the cloth color must be selected, and the cover stamped with information so as to match other publications in the same set or series. The contractor assumes responsibility for this uniformity based on information initially submitted by the submitting library.

2. Examination and Collation

It is the contractor's responsibility to keep the material in the collated order provided by the library. The contractor will bear all costs for correction for items collated incorrectly.

- a) Monographs shall be collated by the submitting library to insure completeness and correct sequence of pages before shipment to the contractor.
- b) Serials shall be collated by the submitting library before shipment to insure completeness and correct sequence of parts and pages. Covers, advertisements and similar materials sent to the contractor shall be bound in place.
- c) All volumes shall be examined by the contractor to detect small margins and/or peculiarities of paper or construction which might make first-time binding or rebinding inadvisable.
- d) If the contractor discovers an incomplete or imperfect volume, unless the submitting library has acknowledged the incompleteness on the binding slip, it shall telephone the library for instructions or return it unbound with an explanation of the reason for its rejection.
- e) Whenever necessary, the contractor shall set out, with strips of alkaline paper or cloth of an appropriate weight, all double leaves, maps and inserts in order to preserve printed matter which would otherwise be destroyed by trimming and/or sewing along the spine edge. The library will flag these special instructions. All special preparation shall conform to Section 6.5 of the LBI Standard.
- f) Paper tears shall be mended using "archival quality" paper base pressure sensitive tape. The library shall have the option of establishing a no-mend policy, in which case tears shall not be mended by the contractor, but shall be brought to the attention of the submitting library by flagging, and returned unbound to the library.
- g) Submitting library will request tattletapes if required.

3. Spine Preparation

- a) Rounded and backed text blocks which must be rebound, and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping, before the spine edge is trimmed or milled.
- b) For text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double fan adhesive binding, not more than 1/8" of the edge shall be removed in order to preserve as much as possible of the inner margin.
- c) Very bulky serial issues which are saddle stitched and cannot be sewn through the fold (when they must be bound together with non-saddle stitched issues), shall be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

4. Leaf Attachment

The contractor shall screen each volume to determine paper quality, width of binding margin, presence of an acceptable sewing structure and leaf format prior to selecting an appropriate method for leaf attachment. Leaves shall be attached by being sewn through the fold by hand or machine, unless in the best judgment of the contractor, oversewing, double-fan adhesive binding, recasing or sidesewing is more appropriate.

All methods shall conform to Section 7 of the LBI Standard. **Submitting library must prior approve alternative methods**. The contractor shall provide, in writing, the general guidelines used to make decisions regarding leaf attachment.

- a) **Sewing Through the Fold**: **All** serial volumes in folded sections shall be sewn through the fold by hand or machine unless otherwise directed by the library. This method attaches separate signatures, one to another in succession, to create a textblock. Signatures may be sewn through the fold by hand, using one needle and one thread; or by machine, using multiple needles and threads. A volume consisting of a single signature may also be sewn through the fold, to secure the leaves and to attach them to endpapers.

All weak and damaged folds shall be reinforced or repaired with pressure-sensitive alkaline paper mending tape, unless the customer and the contractor make special arrangements for the use of alternative mending material. Loose leaves or stiff inserts shall be hinged or tipped in. Sewing holes may be pre-punched; or may be cut with a saw, provided that they do not extend more than 1/4 inch in on either side of the fold of any sheet. When a volume is being re-sewn, and original sewing holes exist, these should be used whenever possible.

Sew through the fold volumes shall not be rounded and backed. In the interest of preservation, volumes bound in sew through the fold method of leaf attachment shall have square spines to enhance openability and minimize stress to the hinge area.

- b) **Double Fan Adhesive Binding**: **All** serial volumes in single sheets and 1) with soft or pulpy paper, regardless of gutter margin or 2) glossy/coated paper but less than 5/8" gutter margin, shall be double fan adhesive bound using an internally plasticized copolymer cold emulsion polyvinyl acetate adhesive with good aging characteristics.

The spine of the volume shall be milled or trimmed if necessary, to free all leaves so that they may be fanned.

As many fibers as possible shall be exposed for optimum linkage of paper and adhesive.

The milled text block shall be securely clamped. The binding edge shall be fanned first in one direction, as PVA is applied by brush or by roller; and then in the opposite direction, as PVA is applied. The penetration of adhesive between leaves shall be approximately 1/64 inch, so that each leaf is tipped to the next. If the binding edge is notched, all notches shall be filled with adhesive. No adhesive shall run between pages farther than 1/8 inch, and in no case shall it run into the text area. The blocks shall be squarely positioned spine-up or spine-down until the PVA is thoroughly solidified.

The Maximum thickness for double fan adhesive bound volumes shall be 2 1/2 inches.

All monographs that are not suitable for recasing, shall be double-fan adhesive bound.

- c) Oversewing: Since oversewing is not a preferred method of binding, oversewing shall be used only for heavily used serial volumes on thick or coated paper with an inner margin of at least 5/8 inch after milling.

The spine of the volume shall be milled if necessary to free the leaves for sewing. No more than 1/8 inch of the inner margin shall be removed.

In no case shall the sewing be closer to the text than 1/8 of an inch.

- d) Sidesewing: Volumes 1/2 inch thick or less with inner margins of at least one inch shall be sidesewn.

Chain-stitch sewing shall be used. Stitches shall be no shorter than 1/4 inch and no longer than 1/2 inch. The sewing shall be no further from the head and tail of the text block than 3/16 inch after trimming, and shall not infringe on the print. Sidesewn volumes shall not be rounded and backed.

- e) Recasing: Volumes (primarily monographs, but includes previously bound serials) that are strongly sewn and have no broken threads shall be recased only, not resewn. Included in this category are previously bound volumes that have worn or damaged covers but sewing intact and new soft cover books that are sewn through the fold. Old covers and old spines shall be removed. Sewing is not to be disturbed.

New alkaline endsheets and back lining shall be glued or sewn to the book block. No trimming will be done unless specifically requested by the Library. Books found to have damaged sewing shall be double fan adhesive bound.

- f) Special Handling: Special arrangements will be made with the Contractor as needed for handling of material originally bound by spiral, plastic, or similar methods.

- i. Cleat lacing shall be used only when none of the methods listed above are practicable and only when prior approval has been given by the library.

- ii. The contractor shall be allowed an up-charge per volume for all text blocks which are sewn through the fold or recased.
- g) Items Unsuitable for Binding: Items which are unsuitable candidates for any of the above methods of leaf attachment shall be boxed in accordance with special instructions provided by the Library, or the Contractor shall telephone the Library for instructions, or the item returned to the library unbound with an explanation of the reason for its rejection.

5. Stubbing

- a) When serial parts of different heights are to be bound together, the bottom of the resulting text block should be flush, not the top. Stubbing should be used whenever practical to make up for the size differences. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound.
- b) Stubbing shall be added to volumes to compensate for thick pockets on back covers, and to correct text blocks which flair out toward the fore edge.

6. Endpaper Construction and Attachment

Endpapers shall be applied according to the processes set forth in Section 7 of the LBI Standard.

- a) Endpapers for single-signature volumes that will be sewn through the fold by hand or by machine shall consist of a double folio. The fold of the outer folio shall be reinforced with a 1 1/4 inch cloth strip. The textblock and the endpapers shall be sewn through the fold as a single unit.
- b) Endpapers for multiple-signature volumes that will be sewn through the fold by hand or by machine shall be a three leaf endpaper reinforced with a cloth strip at least 1 1/4 inch wide. Endpapers shall be sewn to the volume through the fold (as a separate signature) or by sewing through the fold of the endpaper and the first and last signatures as one unit.
- c) Endpapers for double-fan adhesive bindings shall consist of a single folded sheet which is tipped on to the text block during the double fanning operations.
- d) Endpapers for oversewn and sidesewn volumes shall be a two leaf or three leaf cambric reinforced endpaper. (Flex Hinge) The grain of the paper shall run parallel with the binding edge. The oversewn volume, using this Flex Hinge endpaper should be used in combination with a 5/8 inch joint or hinge area.
- e) Endpapers for Recasing
 - i. Tip-On: When endpapers must be tipped onto the first page of the text block, adhesive shall be applied at the spine edge of that page in a swath at least 1/8 inch, but no more than 1/4 inch wide.
 - ii. Whipstitch: Oversewn or sewn through the fold volumes with loose signature which are to be recased shall have the endpapers attached by whipstitching. Holes shall be punched or drilled at a 45 degree angle, one inch apart along the spine edge of the textblock, front and rear.

The endpapers shall be sewn to the textblock by passing the needle through the holes twice, from the first hole to last and back.

- f) Any alternative methods of endleaf construction or attachment must first be approved in writing by the library.

7. Gluing the Spine

Spines of all sewn text blocks shall be glued prior to trimming. The adhesive shall thoroughly coat the spines. Text blocks shall be stacked squarely and allowed to dry. All work shall conform with Section 9 of the LBI Standard.

8. Spine Lining

Spines shall be lined to conform to section 11.0 of the LBI Standard except that the lining shall extend at least 1 inch onto each board.

9. Rounding and Backing

Rounding and backing shall be done as necessary for previously bound, rounded and backed text blocks or volumes with excess swelling of the spine from sewing.

All serial or monographs that are: 1) double fan adhesive bound 2) sewn through the fold 3) oversewn or 4) recase of originally square, sewn text block shall not be rounded and backed. All rounding and backing shall conform to Section 10.1 of the LBI Standard except as stated in Section 10.2 of the LBI Standard and for very thin items including saddle stitched pamphlets and music scores.

Submitting libraries which desire rounded backs rather than flat backs may request them on a limited individual basis.

10. Trimming

The heads, fore edges, and tails of text blocks shall be trimmed as slightly as possible, and under no circumstances shall printed matter be trimmed away. Volumes in which text and/or illustrations bleed to the edges of pages shall be left untrimmed.

The Contractor shall not be allowed an up-charge per volume for text blocks left untrimmed. Trimming of text blocks shall conform to Section 8 of the LBI Standards. The submitting library shall have the option of establishing a no-trim policy for monographs and/or serials.

11. Cover Making

Covers shall be made to conform to Section 12 of the LBI Standard. Covers shall be made over hard-rolled binder's board, with uniform squares, in a neat and workmanlike manner. The thickness of the board shall be suited to the size and weight of the book. The hinges of the covers shall be at least 5/8 inch in width to allow for ease of opening of the cover.

All covers shall be affixed with a polyvinyl acetate adhesive. The cover material shall be turned in enough to insure proper adhesion.

All covers shall have an inlay of flexible paper, with the grain running lengthwise of the inlay and

securely attached to the inside of the backbone of the cover. The paper shall be cut approximately the same width as the back of the volume.

On all volumes a piece of cotton braid or cord of appropriate length shall be placed at the top of the inlay (at the head) before the fabric is turned over the board, in order to provide additional board to board support at the head of the spine.

12. Casing-In

Volumes shall be cased-in according to Section 13 of the LCI Standard.

- a) Volumes shall be cased in with an internally plasticized cold emulsion copolymer polyvinyl acetate adhesive and pressed between metal-edged boards until thoroughly dry or in a building-in machine. If a building-in machine is used, the heat, pressure, and dwell time shall be sufficient to set the joint, insure good adhesion, and permit the boards of the volume to open easily. The adhesive used for casing-in shall be compatible with the adhesive used for making the case.
- b) Volumes shall be cased in squarely with tight and secure joints so that bonded areas cannot be separated without damage to the bonded surfaces. All squares shall be uniform around the perimeter of the text block and shall be approximately 1/8 inch wide.
- c) Endpapers shall tightly adhere to the cover boards and the turned in cover material, and shall be free of wrinkles, bubbles, or looseness of any kind.
- d) When the text block is extremely thick or heavy, the library may request that the volume be bound flush with the bottom of the case. Boards must be cut to eliminate the square at the tail of the volume. The Contractor shall be allowed an up-charge for flush binding.

13. Lettering

Lettering shall be done to conform to Section 12 of the LCI Standard. All lettering shall be 18-point type except for volumes thinner than one inch, which may be 14-point type.

Characters must be available in both upper and lower case, for use as appropriate in call numbers. Lettering shall be consistent in style and placement within library serial titles, using the color of foil instructed (non-metallic) deeply impressed to insure long adhesion to the cover.

Placement of call numbers and author/title information on the covers of classified volumes will be as directed by the submitting library, and must include 1) horizontal lines on the spine; 2) vertical lines running down the spine; and 3) when volumes are thinner than 5/8 inch, horizontal lines in the upper or lower left hand corner of the front cover, as close to the spine as possible.

The contractor offers spine lettering in 20 pt, 16 pt and 14 pt fonts for greater flexibility in keeping information horizontal on the spine.

14. Back Lining

Backs shall be lined to conform to Section 11 of the LBI Standard.

15. Binding Slips

Binding slips or stickers shall be attached to the text block in a non-damaging fashion and must be easily removable.

16. Pockets for Supplementary Material

Pockets shall conform to the specifications set forth in Section 15 of the LBI Standard. Pockets shall be made of alkaline paper, tear resistant fabric, or fabric and board, depending on the bulk and weight of the materials they are designed to protect. They shall be constructed so that the materials they contain are firmly supported, and are not easily damaged as they are inserted in or removed from the pocket.

Paper pockets are prepared using tyvek paper and are used for very thin supplementary materials. Cloth pockets are created from C-cloth adhered to binder's board for pocket materials that are more than 1/8" thick. The volume is then stubbed to compensate for the additional thickness.

17. Security Strips

The contractor shall insert security strips in all volumes. The library shall supply the security strips. The contractor shall be allowed to charge for the insertion.

18. Inspection

All bound volumes shall conform to Section 14 of the LBI Standard.

All bound volumes shall be carefully and critically inspected for defects in all aspects of construction and lettering, and shall be wiped clean before packing if necessary.

19. Miscellaneous Binding Treatments

a) Styles of binding other than those specified in this contract may occasionally be requested by the Library. Specifications for services not described in this contract and rates charged for those services are included in the cost sheet attached hereto.

b) Any special treatments (or extra labor for standard treatments) for which an hourly rate is to be charged shall not be carried out by the contractor without the express permission of the Library.

20. Improvements and Innovations

Any improvements in traditional methods and/or materials used by the Contractor shall be acceptable to the Library within the terms of this contract under the following conditions: the methods and/or testing which measures their strength, durability, and function qualities (e.g. openability of the bound volume), and test must clearly indicate that the innovation(s) will lead to better protection and greater longevity of the text block.

Adoption of any technical innovation must be approved in writing by the Library.

E. SPECIFICATIONS FOR ECONOMY PAPERBACK BINDING

1. Volumes to be economy paperback bound must be paperbound originally, and not taller than 12 inches, wider than 10 inches, thicker than 2 inches or thinner than 1/2 inch.
2. All economy paperbacks will be bound as sent at flat rate. The Library will sort such paperbacks and pack them in separate cartons. Covers will be removed unless otherwise requested by the Library.
3. Double fan adhesive binding as described in D.4.b above shall be used. Binding construction shall allow for durability and flexibility upon opening and closing the book. Volumes will not be rounded and backed.
4. Volumes with sewn signatures that are new or still intact are to be upgraded to monograph category and processed as a recase.
5. Backs of books shall be lined with a reinforcing material which shall extend the full length of the spine and onto each endpaper at least 1 inch.
6. All endpapers shall be fabricated into a unit with the grain of the paper running parallel to the spine of the book and consisting of at least one free endpaper and a visible reinforcing fabric.
7. The thickness of the cover board shall be adapted to the size and weight of the paperback bound.
8. The book cover material shall be vellum finish "C" grade fabric. The choice of colors to be used for economy bound paperbacks shall be made by the contractor.
9. All covers shall be made by utilizing a copolymer cold emulsion internally plasticized polyvinyl acetate adhesive. The cover material shall be turned in enough to insure proper adhesion.
10. All spines will be lettered vertically with author, title, and call number only. White lettering shall be used.
11. Contractor offers the option of mounting those covers that are in good condition, or laminating good covers with mylar to retain the visual impact of the original paperback.

Pamphlet binding is a good alternative binding for those small, thin reports and documents that need to be individually bound.

F. SPECIFICATIONS FOR PORTFOLIOS

Portfolios shall be constructed of seasoned binder's board of a thickness appropriate to the material to be enclosed but no less than .040 inch. Board shall be of a weight suitable for the size and weight of the contents they are meant to protect. Portfolios may not be more than 1/8 inch larger on any side than the item they contain.

The grain of the board shall be in the direction of the longest dimension.

Portfolios shall have three or four flaps completely covering its contents so that there is no overlap line

in contact with the contents. The flaps are to have an external tie placed in the center at the fore edge and an interior tie for the head and tail flaps. Ties shall consist of cotton twill tape 3/8 inch to 1/2 inch wide, in dye-fast cotton twill, nylon tape, or unbleached linen tape. A copolymer polyvinyl acetate adhesive of an emulsion type shall be used in construction.

Lining shall have a pH of at least 7.5 "C" grade vellum finish fabric or class F library buckram, or a board free of lignin with a pH higher than 7.5 with an alkaline reserve of no less than 2% calcium or magnesium carbonate (based on oven dry weight) shall be used.

1. Double-Tray Book Boxes

Double-tray book boxes shall be constructed of materials conforming to the specifications stated herein. Boards shall be of a weight suitable for the size and weight of the contents they are meant to protect. Boxes shall be made plain, or shall have a drop-back construction, shall provide firm support for their contents, and shall be made so that the contents can be easily removed and replaced in a non-damaging fashion.

2. Phase Boxes

Phase boxes shall be constructed of strong, flexible, alkaline buffered board which will crease without splitting. The submitting library shall designate choice of gray/white barrier board (approximately 55 point) or lignin-free board of approximately the same thickness.

Box configuration shall be: two custom cut strips of board, crossed and adhered to form a floor and four flaps which wrap around a book to support it firmly. The flap to be folded over the book first shall cover its entire front board, and shall be stamped "Fold This Flap First". The box shall be held closed by very strong waxed linen cord ties and rivets. Rivets shall be attached to the fore edge (not the front or rear face) so that the box does not damage materials which will be shelved beside it.

Brief author/title information and call numbers shall be stamped on the spine of the box using black foil.

G. THESES AND DISSERTATIONS

All theses and dissertations will have double fan adhesive binding unless instructed otherwise. All will have the title and author's name and initials stamped on the spine. Covering material shall be black F-grade buckram unless otherwise specified. Color of lettering will be specified by Library. Front cover lettering may be necessary, and the contractor will be allowed an up-charge for this. In addition, photographs or supporting material may require the use of stubbing, for which the contractor is allowed to charge.

The contractor will prepare theses using the same binding techniques as monographs and periodicals. The library will choose the method of binding (DFA or oversew) as well as the information to be lettered on the spine. The contractor maintains a profile of the cover color, foil, type and placement of lettering information for each library.

H. MUSIC BINDING

1. Single Folded Signature Score Without Parts

Music scores consisting of a single folded signature shall be sewn-through-the-fold by hand or machine.

2. Multi-Signature Score Without Parts

- a) A music score consisting of multi-signatures sewn by the publisher shall not have the spine milled off. The cover shall be removed if instructed by the Library and the sewing inspected for the sewing structure as when recasing a monograph.
- b) If the sewing is inadequate, the volume shall be adhesive bound provided the paper is not slick. When in doubt, the volume shall be returned for a decision by the Library.

3. Parts

- a) Parts shall be sewn by hand or by machine through-the-fold within a single or double fold heavy tag board. A reinforcing strip of cloth (c weight) shall cover the outer sewing and shall wrap around at least one (1) inch onto the front and back cover. Parts, depending on how they are printed, may have to be hinged at the edge of one page within the cover leaving the other pages accordion pleated and untrimmed. The cover shall be trimmed to fit the part.
- b) Pockets shall be made to hold the reinforced parts so that the parts can easily clip in and out after the pocket is glued onto the back cover (or front cover if requested) of the bound score. Pockets shall be made of cloth or, if thin (1/4 inch to 3/8 inch or less in thickness), of Tyvek.

4. Single Folded Signature With Parts

A volume consisting of a single signature and containing one or more parts shall have the parts reinforced as in item 2.7.3. A pocket shall be made.

If the pocket and parts are more than 1/8 inch in thickness, folded and perforated paper shall be sewn onto the score utilizing hand or machine methods.

5. Multi Signature Score With Parts

- a) A music score consisting of multi signatures sewn by the publisher shall not have the spine milled off.

Sufficient stubbing shall be adhered to the rear of the score after the cover is removed to compensate for the pocket and reinforced parts.

If the sewing is broken on the score, the score shall be rejected for binding and returned to the Library for a decision to be made.

- b) Lettering of music scores shall be in white along the spine with a call number.

I. SPECIFICATIONS FOR NEWSPAPERS

Newspapers are defined as titled in newspaper format printed on newsprint and/or serial volumes that are 16 inches or more in height. Newspapers shall be sewn through the fold if possible or in the most

appropriate manner determined by the Contractor.

J. UNIFORM BINDING OF SERIALS AND SETS

The contractor shall be able to match the binding pattern, placement of lettering on the spine and the color of stamping foil and cloth on already-bound volumes of the submitting library's serial titles. To ensure this, the contractor shall make and maintain, at no extra cost, rub-offs, a computerized file, or other records by which uniformity can be achieved. This should be completed within 60 days of the effective date of this contract, before the initial serials pickup is made.

K. COMPUTER SERVICES - PREPRINTED TICKET SYSTEM

- a) The Contractor shall supply a complete file, within 60 days of receipt of records supplied by the submitting library, of preprinted, multi-part binding tickets for each volume of each serial title bound for the submitting library, for each volume of each serials title to be bound during the contract year. The contractor must be able to produce a complete file of tickets in advance of each contract year thereafter.

The complete file must be separated by submitting library and alphabetized by title for each contract year. The tickets must be able to be separated into individual slips. Two copies must be available for library use. The first library copy must be of a different color from the others. Information contained on the ticket must consist of:

- A. Fixed title, subtitle, or other entry worded precisely as it will appear on the volume
- B. A profile, in correct sequence of variable information which must be stamped on the spine
- C. Title number
- D. An indication of the correct color of cloth and stamping foil
- E. The stamping color or code of buckram
- F. Call number, if applicable
- G. Frequency of binding or volumes per year
- H. Individual collation statement

The binding ticket must also provide a free text area of at least 25 characters for the Library to add instructions to the Contractor. The Contractor must maintain additions, deletions, and changes to this file on a current basis. The Contractor shall be able to provide, within sixty (60) days of receipt of records supplied by the Library, a binding ticket for each volume of each serial title to be bound during the contract year. Blank binding tickets must also be provided using the same format, for volumes and titles not included in the pre-printed ticket file. Preprinted tickets shall be provided for new title added during the course of the year.

- b) An annual alphabetized list divided by library or account of all titles for which binding tickets have been generated. The list must include at least the following information:
- A. Name of the submitting library
 - B. Binding category
 - C. Print or lettering coloring
 - D. Title, subtitle, or other entry precisely worded as it will be stamped on the spine of the volume
 - E. Title number

- F. Buckram color or code
 - G. Call number, if applicable
 - H. Frequency of binding or volumes per year
 - I. Variable information profile in correct sequence
- c) The submitting libraries agree that binding forms, lists, etc., created through the use of this system, shall only be used to prepare binding, coordinate shipments, etc. for binding to be done by the contractor. The libraries agree not to supply copies of diskettes, program or system information to any commercial vendor without the express written permission of the contractor.
- d) Additionally, the contractor will provide automated binding software for use in the libraries (for those libraries that may choose to use it). The software is a fast efficient means of bindery prep and houses all of the database information provided by pre-printed tickets. This software will be provided at no cost to the libraries including installation, training, available upgrades, user's manuals and on-going technical support.

4. CONSIDERATION/PAYMENT

(a) In consideration for the services to be provided, the State shall pay according to the attached pricing schedule.

(b) Individual invoices must be submitted for each shipment and shall reflect the price structure set forth. Invoices shall be provided as closely as possible to shipment to the library. Within a shipment, each category of binding shall be listed separately, include the number of items so treated, the charge per item, and the total charge for that treatment. Invoices will be paid within 30 days of receipt of a properly executed invoice by the ordering library.

(c) Extra charges are to be indicated on a ticket in each returned volume as well as grouped by class on the invoice. Extra charges must be prior approved by the submitting library.

(d) Any special treatment or extra labor for standard treatments not listed in the attached price schedule, for which an hourly rate is to be charged must be prior approved, in writing, by the submitting library.

(e) The State may withhold payments to the contractor if the contractor has not performed in accordance with this contract. Such withholding cannot be greater than the additional costs to the State caused by the lack of performance.

(f) U.S. Funds: All prices and payments must be in U.S. dollars.

(g) The State of Montana has implemented a Procurement Card (GE MasterCard) Program to give agencies the ability to charge purchases made from these contracts. The State of Montana prefers this method of payment.

Currently the contractor does not accept charge cards. Payment by check is necessary until the contractor obtains a charge card system in-house.

5. ACCESS AND RETENTION OF RECORDS

(a) The contractor agrees to provide the State, Legislative Auditor or their authorized agents access to any records necessary to determine contract compliance. (Ref: 18-1-118, MCA).

(b) The contractor agrees to create and retain records supporting the services rendered (or supplies delivered) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the State of Montana or a third party.

6. ASSIGNMENT, TRANSFER AND SUBCONTRACTING

All binding shall be done on the premises of and by the contractor. No subcontracting will be permitted.

7. FAVORABLE PRICES

Contractor agrees that, through the term of the initial contract and any agreed-upon extension, the State will be entitled to any lower prices made available to any other customer of comparable volume.

8. NON-EXCLUSIVE CONTRACT

The intent of this contract is to provide state agencies with an expedited means of procuring supplies and/or services. This contract is for the convenience of state agencies and is considered by the State Procurement Bureau to be a "Non-exclusive" use contract. Therefore, agencies may obtain this product/service from sources other than the contract holder(s) as long as they comply with Title 18, MCA and their delegation agreement. The State Procurement Bureau does not guarantee any usage.

9. COOPERATIVE PURCHASING

Under Montana law, local governments and certain non-profit agencies, as defined in Section 18-4-401, MCA, have the option of cooperatively purchasing with the State of Montana. Unless the bidder/offeror objects, in writing, to the State Procurement Bureau prior to the award of this contract, the prices, terms, and conditions of this contract will be offered to these local agencies.

10. TERM CONTRACT REPORTING

Term contract holder(s) shall furnish annual reports of term contract usage. Each report shall contain the product description, total quantity sold of each item, total dollars expended, and the name of the agency purchasing the item. The first report for this term contract will be due July 20, 2001.

Reported volumes and dollar totals may be checked by the State Procurement Bureau against State records for verification. Failure to provide timely or accurate reports is justification for cancellation of the contract and/or justification for removal from consideration for award of contracts by the State.

11. HOLD HARMLESS/INDEMNIFICATION

The contractor agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the contractor and/or its agents, employees, subcontractors or its representatives under this or a subsequent contract.

12. INSURANCE

The contractor shall, at its sole expense, insure all books and other library materials against loss or damage from any cause, for no less than \$10,000 per shipment, from the time they leave the agency until they are returned. The insurance contract shall provide "all-risk" coverage.

The limit of liability for an item lost or destroyed shall be a sum, which covers the cost to the library of reordering, processing and binding the item.

As proof of compliance with this requirement, the contractor shall furnish a certificate of insurance to the submitting library.

In the event that an irreplaceable item is damaged or destroyed, the State reserves the right to secure, at the contractor's expense, an independent appraisal of the damage or loss sustained. The contractor shall reimburse the State in full for the damage, or the fair market value of the item, at the sole discretion of the State.

13. INTELLECTUAL PROPERTY

(a) All patents and other legal rights in or to inventions arising out of activities funded in whole or in part by this contract must be available to the State for royalty-free and nonexclusive licensing. The contractor shall notify the State in writing of any invention conceived or reduced to practice in the course of performance of this contract.

(b) The State shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

14. COMPLIANCE WITH LAWS

The contractor must, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with Section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing this contract.

15. CONTRACT TERMINATION

(a) The State may, by written notice to the contractor, terminate this contract in whole or in part at any time the contractor fails to perform this contract.

(b) The State, at its sole discretion, may terminate or reduce the scope of this contract if available funding is reduced for any reason. (See 18-4-313(3), MCA).

16. LIAISON AND SERVICE OF NOTICES

Written notices or complaints will first be directed to the liaison.

Contractor Liaison:

Terry D. Hymas
Northwest Library Bindery Inc.
121 Avery Street
Walla Walla WA 99362
Phone: (800) 253-5456
Fax: (509) 529-6880
E-Mail Address: custservice-nlb@icibinding.com
www.icibinding.com

Agency Liaison:

Penny Moon, Contracts Officer
State Procurement Bureau
Room 165, Mitchell Building
125 North Roberts
PO Box 200135
Helena MT 59620-0135
Phone: (406) 444-3313
Fax: (406) 444-2529
E-Mail Address: pmoon@state.mt.us

17. CHOICE OF LAW AND VENUE

This contract is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana and each party shall pay its own costs and attorney fees. (See 18-1-401, MCA).

18. SCOPE, AMENDMENT AND INTERPRETATION

(a) This contract consists of 24 numbered pages, any Attachments as required, RFP # SPB-01-23P as amended and the contractor's response as amended. In the case of dispute or ambiguity about

the minimum levels of performance by the Contractor the order of precedence of document interpretation is in the same order.

(b) These documents contain the entire agreement of the parties. Any enlargement, alteration or modification requires a written amendment signed by both parties.

19. **EXECUTION**

The parties through their authorized agents have executed this contract on the dates set out below.

MONTANA DEPARTMENT OF
ADMINISTRATION

NORTHWEST LIBRARY BINDERY INC
121 Avery Street
Walla Walla WA 99362
FEDERAL ID # 521692337

BY: _____
Penny Moon, Contracts Officer

BY: _____
(Name/Title)

DATE: _____ DATE: _____

Approved as to legal content:

Legal Counsel (Date)
Department of Administration

ATTACHMENT A

Product Definitions and Prices

Northwest Library Bindery, Inc.
121 Avery Street
Walla Walla, WA 99362

PH.: 800-253-5456
FAX: 509-529-6880
custservice-nlb@icibinding.com

STATE OF MONTANA CONTRACT RENEWAL PERIOD 04-01-2004 TO 03-31-2005

PERIODICALS – STANDARD \$7.95

Bound as is. Base price on volumes up to 14" in height and 2½" in thickness. Includes all lines of lettering, F Grade Buckram and choice of page attachment method. Call No.'s are included in the base price.

PERIODICALS – CUSTOM \$11.95

Collated periodicals per library instructions, including relocation of title page, contents and indexes and removal of grouped advertisements. Base price on volumes up to 14" in height and 2½" in thickness. Includes all lines of lettering. F Grade Buckram and choice of page attachment method. Call No.'s are included in the base price.

THESIS / DISSERTATIONS \$7.45

Volumes will be bound per library instructions. Base price includes handling of loose pages, choice of F Grade Buckram, spine and front cover lettering.

HARD COVER MONOGRAPH – STANDARD \$6.00

Books are double fan adhesive bound or oversewn per instructions from library. Base price on volumes up to 14" in height and 2" in thickness includes random color selection of F Grade Buckram and all lines of lettering. Call No.'s are included in the base price.

HARD COVER MONOGRAPH – CUSTOM \$6.45

Same as Monograph-Standard with library choice of buckram color and lettering.

HARD COVER MONOGRAPH – RECASE \$7.00

Books are processed as "retain original sewing" with acid free endsheets tipped or sewn by hand. Endsheets are hand trimmed. Base price on volumes up to 14" in height and 2" in thickness. Lettering and call no.'s are included in the base price.

DUSTIES \$6.00

Same as Monograph. Standard hard cover with original book dust jacket laminated with mylar to retain dust jacket appearance.

SOFT COVER MONOGRAPH – FLEX S \$5.00

Books are double fan adhesive bound using "C" grade cloth. Original covers are discarded unless other arrangements are made. Base price on volumes up to 14" in height and 2" in thickness. Includes lettering of title and author on spine with Bindery choice of black or white lettering. Call No.'s are included in the base price. Original paperback covers can be trimmed and mounted to front and/or back of new cover for an additional charge of \$.50 each. (NOTE: Must be soft cover material originally.)

SOFT COVER MONOGRAPH – FLEX M \$5.00

Paperback covers are removed and laminated with mylar to retain original paperback appearance. Books are double fan adhesive bound. Base price on volumes up to 14" in height and 2" in thickness. If cover can not be removed intact, that volume will be converted to a Flex S book. (NOTE: Cover cannot be previously laminated.)

MUSIC BOOK..... \$6.45

Issue(s) bound (sewn or adhesive) into a standard volume with library choice of F Grade Buckram and lettering. A pocket for music parts may be added based on prices below. Cloth pockets are used for issues more than 1/8" thick.

MUSIC POCKET CASE..... \$13.45

Parts or scores are housed in a protective pocket case. Base price of case includes library choice of F Grade Buckram and lettering, Pocket cases have cloth pockets attached to both the front and back boards.

NEWSPAPER – TABLOID UP TO 16"..... \$24.95

NEWSPAPER – FULL SIZE..... \$42.95

EXTRAS:

Call Numbers.....	\$ no charge
Extra Freight (over 14" for Periodicals, Library Books, Thesis & Paperbacks)	\$ 1.00 per inch
Extra Thickness (over 2½" for Periodicals; 2" for Library Books, Thesis & Paperbacks).....	\$ 1.00 per inch
Cloth Pockets	\$ 3.50 each
Paper Pockets	\$ 2.50 each
Hand Trim/No Trim	\$ no charge
Extra Time Charge	\$.60 per minute
Stubbing	\$ 1.00 per volume
Retain Original Cover	\$ no charge
Mount Covers	\$.50 per cover
Front Cover Lettering	\$ no charge
Library Imprints.....	\$ no charge
Scattered Ad Removal (page by page)	\$ 5.00 per volume
Flush Bottom Bind	\$ 1.00 per volume
Security Strips/TattleTapes Inserted (tattletapes to be supplied by customer)	\$.10 each
Rush Charge	\$ 2.00 per volume

NOTE:

There are no "up charges" for different page attachment methods. Our flat price per volume includes the page attachment method that is best for the volume; be it fan, oversew, or sew\through\the\fold.

ATTACHMENT B

PRIMARY LIBRARIES

The primary libraries that may be using this contract are:

Montana Historical Society
Attn: Diana Wilkison
225 N Roberts
PO Box 201201
Helena MT 59620-1201

Legislative Library
Attn: Elizabeth Furbush
Room 10 State Capitol
PO Box 201706
Helena MT 59620-1706

Montana State University - Bozeman
Attn: Leah Lockerman
Library Department
Bozeman MT 59717

Montana State Library
Attn: Darlene Staffeldt
1515 E Sixth Ave
PO Box 201800
Helena MT 59620-1800

University of Montana
Attn: Susan Mueller
Maureen & Mike Mansfield Library
Missoula MT 59801

Western Montana College of the University of
Montana
Attn: Michael Schulz
Library Department
710 S Atlantic
Dillon MT 59725

Montana Tech of the University of Montana
Attn: Marsha Lubick
Library Department
1300 West Park Street
Butte MT 59701-8997

Montana State University – Billings
Attn: Jane Howell
Library Department
1500 N 30th St
Billings MT 59101

Montana State University – Northern
Attn: Will Rawn
Library Department
Havre MT 59501

Montana State Law Library
Attn: Brenda Grasmick
Justice/State Library Building
PO Box 203004
Helena MT 59620-3004

CONTRACT AMENDMENT NO. 2
CONTRACT FOR LIBRARY BINDING
CONTRACT # SPB-01-23P

This CONTRACT AMENDMENT is to amend the above-referenced contract between the State of Montana, Department of Administration State Procurement Bureau (STATE), located at 125 N Roberts, PO Box 200135, Helena MT 59620-0135, and Northwest Library Bindery (CONTRACTOR), located at 121 Avery Street, Walla Walla WA 99362, telephone number (800) 253-5456. This Contract is amended for the following purpose(s):

Contract Renewal

In signing below, both parties mutually agree to extend this Contract for the period April 1, 2003 through March 31, 2004 per the terms, conditions, and prices agreed upon. This is the second renewal, third year of the Contract.

STATE OF MONTANA
DEPT OF ADMINISTRATION
STATE PROCUREMENT BUREAU

NORTHWEST LIBRARY BINDERY
121 AVERY ST
WALLA WALLA WA 99362
FEDERAL ID # 52-1692337

BY: _____
(Name)

BY: _____
(Name, Title)

DATE: _____

DATE: _____

CONTRACT AMENDMENT NO. 3
CONTRACT FOR LIBRARY BINDING
CONTRACT # SPB-01-23P

This CONTRACT AMENDMENT is to amend the above-referenced contract between the State of Montana, Department of Administration State Procurement Bureau (STATE), located at 125 N Roberts Room 165, Helena MT 59620-0135, and Northwest Library Bindery (CONTRACTOR), located at 121 Avery Street, Walla Walla WA 99362, telephone number (800) 253-5456. This Contract is amended for the following purpose(s):

The attached price list reflects a 3% price increase in binding prices.

In signing below, both parties mutually agree to extend this Contract for the period April 1, 2004 through March 31, 2005 per the terms, conditions, and prices agreed upon. This is the third renewal, fourth year of the Contract.

STATE OF MONTANA
DEPT OF ADMINISTRATION
STATE PROCUREMENT BUREAU

NORTHWEST LIBRARY BINDERY
121 AVERY STREET
WALLA WALLA WA 99362
FEDERAL ID # 52-1692337

BY: _____
Penny Moon, Contracts Officer
State Procurement Bureau

BY: _____
(Name, Title)

DATE: _____

DATE: _____

Product Definitions and Prices

Northwest Library Bindery, Inc.
121 Avery Street
Walla Walla, WA 99362

PH.: 800-253-5456
FAX: 509-529-6880
custservice-nlb@icibinding.com

STATE OF MONTANA CONTRACT RFNEWAL PERIOD 04-01-2004 TO 03-31-2005

<u>PERIODICALS</u>	—	<u>STANDARD</u>
<p>.....\$7.95 Bound as is. Base price on volumes up to 14" in height and 2½" in thickness. Includes all lines of lettering, F Grade Buckram and choice of page attachment method. Call No.'s are included in the base price.</p>		

<u>PERIODICALS</u>	—	<u>CUSTOM</u>
<p>.....\$11.95 Collated periodicals per library instructions, including relocation of title page, contents and indexes and removal of grouped advertisements. Base price on volumes up to 14" in height and 2½" in thickness. Includes all lines of lettering. F Grade Buckram and choice of page attachment method. Call No.'s are included in the base price.</p>		

<u>THESIS</u>	/	<u>DISSERTATIONS</u>
<p>.....\$7.45 Volumes will be bound per library instructions. Base price includes handling of loose pages, choice of F Grade Buckram, spine and front cover lettering.</p>		

<u>HARD</u>	<u>COVER</u>	<u>MONOGRAPH</u>	—	<u>STANDARD</u>
<p>.....\$6.00 Books are double fan adhesive bound or oversewn per instructions from library. Base price on volumes up to 14" in height and 2" in thickness includes random color selection of F Grade Buckram and all lines of lettering. Call No.'s are included in the base price.</p>				

<u>HARD</u>	<u>COVER</u>	<u>MONOGRAPH</u>	—	<u>CUSTOM</u>
<p>.....\$6.45 Same as Monograph-Standard with library choice of buckram color and lettering.</p>				

<u>HARD</u>	<u>COVER</u>	<u>MONOGRAPH</u>	—	<u>RECASE</u>
<p>.....\$7.00 Books are processed as "retain original sewing" with acid free endsheets tipped or sewn by hand. Endsheets are hand trimmed. Base price on volumes up to 14" in height and 2" in thickness. Lettering and call no.'s are included in the base price.</p>				

<u>DUSTIES</u>	<u>RECASE</u>
<p>.....\$6.00 Same as Monograph. Standard hard cover with original book dust jacket laminated with mylar to retain dust jacket appearance.</p>	

SOFT COVER MONOGRAPH – FLEX S

.....\$5.00 Books are double fan adhesive bound using "C" grade cloth. Original covers are discarded unless other arrangements are made. Base price on volumes up to 14" in height and 2" in thickness. Includes lettering of title and author on spine with Bindery choice of black or white lettering. Call No.'s are included in the base price. Original paperback covers can be trimmed and mounted to front and/or back of new cover for an additional charge of \$.50 each. (NOTE: must be soft cover material originally).

SOFT COVER MONOGRAPH – FLEX M

.....\$5.00 Paperback covers are removed and laminated with mylar to retain original paperback appearance. Books are double fan adhesive bound. Base price on volumes up to 14" in height and 2" in thickness. If cover can not be removed intact, that volume will be converted to a Flex S book. (NOTE: Cover cannot be previously laminated.)

MUSIC BOOK

.....\$6.45
Issue(s) bound (sewn or adhesive) into a standard volume with library choice of F Grade Buckram and lettering. A pocket for music parts may be added based on prices below. Cloth pockets are used for issues more than 1/8" thick).

MUSIC POCKET

CASE.....\$13.45

Parts or scores are housed in a protective pocket case. Base price of case includes library choice of F Grade Buckram and lettering, Pocket cases have cloth pockets attached to both the front and back boards.

NEWSPAPER – TABLOID UP TO 16"

.....\$24.95

NEWSPAPER – FULL SIZE

.....\$42.95

EXTRAS:

Call Numbers.....	\$ no charge
Extra Freight (over 14" for Periodicals. Library Books, Thesis & Paperbacks)	\$ 1.00 per inch
Extra Thickness (over 2½" for Periodicals: 2" for Library Books, Thesis & Paperbacks).....	\$ 1.00 per inch
Cloth Pockets.....	\$ 3.50 each
Paper Pockets.....	\$ 2.50 each
Hand Trim/No Trim.....	\$ no charge
Extra Time Charge.....	\$.60 per minute
Stubbing.....	\$ 1.00 per volume
Retain Original Cover.....	\$ no charge
Mount Covers	\$.50 per cover
Front Cover Lettering.....	\$ no charge
Library Imprints.....	\$ no charge
Scattered Ad Removal (page by page).....	\$ 5.00 per volume
Flush Bottom Bind.....	\$ 1.00 per volume
Security Strips/TattleTapes Inserted (rattetapes to be supplied by custom,cr).....	\$.10 each
Rush Charge	\$ 2.00 per volume

NOTE:

There are no "upcharges" for different page attachment methods. Our flat price per volume includes the page attachment method that is best for the volume; be it fan, oversew, or sew\through\the\fold.

CONTRACT AMENDMENT NO. 4
CONTRACT FOR LIBRARY BINDING
CONTRACT # SPB-01-23P

This CONTRACT AMENDMENT is to amend the above-referenced contract between the State of Montana, Department of Administration State Procurement Bureau (STATE), located at 125 N Roberts Room 165, Helena MT 59620-0135, and Northwest Library Bindery (CONTRACTOR), located at 121 Avery Street, Walla Walla WA 99362, telephone number (800) 253-5456. This Contract is amended for the following purpose(s):

In signing below, both parties mutually agree to extend this Contract for the period April 1, 2005 through March 31, 2006 per the terms, conditions, and prices agreed upon. This is the fourth renewal, fifth year of the Contract.

STATE OF MONTANA
DEPT OF ADMINISTRATION
STATE PROCUREMENT BUREAU

NORTHWEST LIBRARY BINDERY
121 AVERY STREET
WALLA WALLA WA 99362
FEDERAL ID # 52-1692337

BY: _____
Penny Moon, Contracts Officer
State Procurement Bureau

BY: _____
(Terry Hymas)

DATE: _____

DATE: _____